

Report for Week Ending 12 March 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 23 actions requiring the printing of 812,300 copies or sets of blank forms. This represents a decrease of 6 actions and an increase of 598,290 copies compared to last week.

(2) Three new and three revised forms were approved.

2. Assignments - Active

a. Nineteen new and nine revised forms are pending.

b. Six Employee Suggestions are pending.

c. Revision of Form No. 540, Travel Order (Project No. 860)

(1) Continuing making detailed check lists to be utilized for more extensive discussions with Comptroller, Central Processing and Office of Logistics.

(2) CPB utilizes a total of 16 forms in the processing of personnel. Attempting to devise a method where much of this data could be incorporated with the Travel Order Form.

(3) Considering the feasibility of running certain travel records through the machine application method. Discussed briefly with Mr. [REDACTED] and will pursue further.

d. The 11 Contract Forms for Logistics have been returned from typesetter. They have been taken to Logistics for proofing, and they are going to release them to an outside printer this week. The 6 backs of these forms are at [REDACTED] We are awaiting proofs.

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25X1A6a

3. News

a. The Comptroller has requested and we have agreed to coordinate with his Office all forms proposals which may result in sizeable increases of funds required for their procurement. This action is being taken because the Agency budget has now reached the point where such coordination becomes essential to insure maximum effective use of Agency funds.

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